

Questions and Answers

Moving Services

IFB-18-201

July 9, 2018

(Responses are in bold lettering)

1. **Q:** Who is the current vendor servicing this contract for the Energy Commission? What are their current rates? If you are unable to share the rates can you share the cost sheet rates used on the last time this contract was bid?

A: The current vendor is Metropolitan Van and Storage. Attached to this document is a copy of their budget which lists the contract rates, which are the same as the bid rates from the last solicitation.

2. **Q:** What area or county will this contract be serviced.

A: Sacramento County, please refer to page 4 of the solicitation for further information which can be located at

<http://www.energy.ca.gov/contracts/asd.html#IFB-18-201>

3. **Q:** On page 6 one of the submission requirements states: *Bidders must also submit electronic files of all volumes of the Bid on a USB memory stick along with the paper submittal. ... Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats. Completed Cost Bid Attachment 6 Cost Bid Form, must be in Excel format.* Signatures are required on many of the forms. In order to submit signed copies they must be scanned to pdf. Do you want the signed versions of the forms only in the paper versions of the submission, will you accept electronic signatures on the USB copies or will you allow documents requiring signatures in pdf on the memory stick? Attachments 3 & 4 were provided to us in pdf format not Word, will you accept those in pdf? Also the Cost Bid Attachment 6 Cost Bid Form was provided as a pdf not in Excel do you want this converted to excel or will you accept the completed pdf?

A: We can accept electronic signatures on those documents as long as they are legible to the reader and should be consistent with what is provided in the original hard copy. For Attachments 3 & 4, pdf versions will be accepted. Addendum #1 has been posted which revises Attachment 6 by making the Cost Bid Form and the DIR Rate Sheet separate documents for easier application.

4. Q: Regarding Attachment 1, #3. Small Business/Non-Small Business Preference Claim *Application submitted to Office of Small Business Certification and Resources on:* _____

Is this question just for businesses whose certification has not yet been fully certified, but are in process?

A: Yes, bidders can either check the box for date certified or bidders can check the box for the date application submitted.

5. Q: Regarding References Page 8, #3b. To demonstrate that the Bidder is responsible and has the resources to successfully provide the services required by this IFB, references must be:

- Rated Satisfied or Very Satisfied to be a qualifying reference.
- Completed and signed by the Bidder's clients.

The form does not have a place for clients to rate or comment on services provided and seems to be more for the bidder to fill out. (Note in row 4 of the chart the "your" in "Describe the services and product your firm provided to the organization.")

Will adding the following to the form and having references fill this section out fulfill the requirement or are you looking for something else?

Rate Bidder's Service

	Unsatisfied
	Satisfied
	Very Satisfied

Other Comments

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Signature

Date

A: a revised Attachment 7 has been submitted as part of Addendum #1 to this solicitation to address the issues related to client feedback.

1. **BUDGET DETAIL**

A. **Hourly Rates**

*Helper includes helper, mover, packer, crater

	Total Per Hour Rate for Truck, Driver & Helpers	x 4 hours (4 hour minimum)
Truck, Driver and Helpers*		
1 Truck & 1 Driver	\$ 48.00	\$ 192.00
1 Truck & 1 Driver & 1 Helper	\$ 96.00	\$ 384.00
1 Truck & 1 Driver & 2 Helpers	\$ 144.00	\$ 576.00
1 Truck & 1 Driver & 3 Helpers	\$ 192.00	\$ 768.00
1 Truck & 1 Driver & 4 Helpers	\$ 240.00	\$ 960.00
1 Truck & 1 Driver & 5 Helpers	\$ 288.00	\$ 1152.00

Notes:

1. Hourly rates above include all expenses of transporting, including gas, mileage, parking, etc.

2. Hourly rates above assume regular (not overtime) rates that contractor will pay to employees. If Contractor works overtime as described in the DIR prevailing wage rate determination for Furniture Mover and Related Classifications for Sacramento County (attached as Exhibit B Attachment 1), the Energy Commission will allow for higher rates to correspond with the amount of overtime incurred. See Exhibit B, Attachment 1 for more information about prevailing wage.

B. **Reimbursable Expenses for Items Contractor Purchases or Rents**

The Energy Commission will reimburse Contractor for items it purchases or rents in the performance of this Agreement. The Energy Commission Contract Manager must provide written request/approval in advance before Contractor purchase or rents items. Contractor shall list the items purchased or rented on the monthly invoice.